

4. Issuance of Community Tax Certificate(CTC) or Cedula(For Corporation)

Community Tax Certificate (CTC) is issued to all requesting individuals that have reached the age of 18 years old.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C-Government To Client			
Who may avail:	All Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
SEC CERTIFICATE DATA CAPTURE FORM		SECURITIES AND EXCHANGE COMMISSION MUNICIPAL TREASURER'S OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present SEC Certificate	1. Give the Data Capture Form to the client	NONE	5 Minutes	<i>Revenue Collectors</i>
2. Submit completely filled-out Data Capture Form	1. Receive the Data Capture Form and check for completeness	NONE	5 Minutes	<i>Revenue Collectors</i>
	2 Start processing the CTC/Cedula	NONE	5 Minutes	
3. Pay required fees	Accepts payment and issue Official Receipts	P 2.00 for every P 5,000.00 annual gross sales	5 Minutes	<i>Revenue Collectors</i>
4. Receive Community Tax Certificate (CTC)	Issue Community Tax Certificate (CTC) / Cedula Corporation	None	5 Minutes	<i>Revenue Collectors</i>

Accomplish the Client Satisfaction Survey and drop it to the feedbox box	Request clients accomplish satisfaction survey			
TOTAL:			25 Minutes	